



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

RICK SNYDER  
GOVERNOR

MICHAEL P. FLANAGAN  
STATE SUPERINTENDENT

June 7, 2013

**MEMORANDUM**

TO: State Board of Education

FROM: John C. Austin, President

SUBJECT: Approval of State Board of Education Policies on  
Communications and Travel

The proposed State Board of Education Policies on Communications and Travel were developed based on discussion at the Board's May 21, 2013, Planning Meeting.

The proposed Per Diem and Travel Reimbursement Policy is Attachment A.

The proposed Communications Policies and Practices is Attachment B.

It is recommended that the State Board of Education approve the State Board of Education Per Diem and Travel Reimbursement Policy, and State Board of Education Communications Policies and Practices, as attached in the President's memorandum dated June 7, 2013.

**STATE BOARD OF EDUCATION**

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Michigan State Board of Education

Per Diem and Travel Reimbursement Policy

Per Diem and travel reimbursements shall be provided to each member of the State Board of Education upon individual submission of documentation to the State Board Executive, not to exceed the limits and allocations allotted by the Legislature.

Priority will be given to travel related to State Board of Education meetings, NASBE Delegate travel to the national conference, and NASBE orientation for new Board members.

The remaining travel allocation will be divided equally among the eight members of the State Board of Education for Board related travel expenses. If an individual does not exhaust their individual allotment, it may be used to reimburse another Board member.

Michigan State Board of Education

Communications Policies and Practices

- State Board of Education (SBE) members will collaborate on and share public statements of the Board with the media through Michigan Department of Education (MDE) communications staff and functionality that reflect formally approved Board positions.
- State Board of Education member communication to schools and school districts, education stakeholders groups, listservs, and education organizations managed by MDE must reflect formally approved SBE positions and decisions.
- Individual SBE members, as state elected officials and as a function of their offices, are encouraged to share their individual viewpoints on education issues with media, constituents, and other elected officials in the form of letters, editorials, press releases, blogs, facebook, newsletter articles and Twitter accounts, clearly labeled to represent a shared SBE member viewpoint, or a personal SBE member position by using personal SBE letterhead and logo clearly identifying their office (example attached as Exhibit 1).

On any viewpoints shared that have not been voted on by a majority of the State Board of Education, the following disclaimer should be included: "This is a position or statement by the State Board of Education member(s) listed here, and does not reflect an official position or statement by the State Board of Education."

- The MDE communications staff will facilitate individual and shared statements (more than one board member) and other communications – that are not formally approved by the board by:
  - Providing full electronic MDE media lists, media listservs, legislator and other elected official lists, when requested.

SAMPLE PERSONAL LETTERHEAD



John C. Austin

**STATE BOARD OF EDUCATION**  
LANSING, MICHIGAN 48909